

NATIONAL CAPITAL PLANNING COMMISSION

WASHINGTON 25, D. C.

July 19, 1961

Major General Webster Anderson  
The Quartermaster General  
Department of the Army  
Washington 25, D. C.

Dear General Anderson:

The National Capital Planning Commission established in 1952, and as a successor to the National Capital Park and Planning Commission, founded in 1926, is charged with the responsibility to prepare a comprehensive plan for the development of the National Capital and its environs and by recommendations to the proper executive authorities to bring about the maximum execution of the plan. The Commission also serves as the central planning agency for the District and Federal Government within the National Capital Region and in this capacity has the additional duty to review the development programs of Federal agencies in order to advise us as to consistency with the comprehensive plan.

Since your agency is one among others which may be engaged in the development of significant Federal projects in the National Capital Region in the near future, the enclosure to this letter advises you as to the policies and procedures for the review of these projects by the Commission. These procedures further clarify the National Capital Planning Commission's letter of April 17, 1959, which explained the Commission's role in these matters and will be implemented by all Federal agencies.

In order to establish a method of reviewing specific proposals for facilities in new locations an "Analytical Technique for the Selection of Federal Employment Center Locations in the National Capital Region" has recently been prepared and will be used as the basis for site review in the future. This technique places particular emphasis on annual operating costs and impact costs to the community, as well as construction costs to the Federal, State and local Governments.

The Commission's Federal Project Planning Division will be available to explain this technique and to provide assistance to Federal agencies in the complex area of site location. This technique has been designed to assist appropriate responsible authorities in exercising sound judgment by providing systematic cost-benefit comparisons among sites selected for consideration and is not considered as a replacement for your administrative judgment.

In addition to the reviewing and reporting on specific projects, this Commission also is responsible for recommending a six-year program of public works projects which shall be reviewed annually with the agencies concerned. In order to avoid duplication of effort, the Commission will use the Public Works Programs submitted by your agency to the Bureau of the Budget under Circular A-35 dated October 26, 1956. These reports will be used for staff use only to comply with the intent of Public Law 592. However, the Commission will only review and make recommendations on your six-year programs rather than recommend such a program. The Commission's staff will contact your agency directly to discuss proposals planned for the National Capital and its environs which will require action by this Commission.

Consultation with the Commission at the early stages of planning your projects and programs within the National Capital and its environs will make available to you an up-to-date collection of region-wide information on land use, highways and traffic, population, future planning programs and other significant data. It may also avoid the embarrassment of developing and announcing firm proposals that subsequently are found to conflict with already established plans within the region.

Similar correspondence has been sent to the Secretary of the Army, Deputy Chief of Staff for Logistics and the Commanding General, Military District of Washington.

The Chairman of the Commission has designated the undersigned to be at your service and is located in Room 7013, Interior Building, telephone code 183, extension 2101. The Commission would greatly appreciate the designation of a member of your staff as liaison to facilitate the administering of these policies and procedures.

Sincerely yours,



Charles H. Conrad  
Associate Director

Enclosure